



ESTES VALLEY FIRE PROTECTION DISTRICT
PREVENT PREPARE PERFORM

**DIVISION CHIEF OF OPERATIONS
AND TRAINING (1 OF 4)**

GENERAL STATEMENT OF DUTIES:

Performs a variety of administrative, technical, and supervisory work related to basic and advanced technical training and operational programs including: firefighting tactics and strategies, hazardous materials, and EMS. Ensures adherence to safe practices on the fire ground and other emergency incidents. Performs firefighting, EMS life support procedures, and other emergency responses in accordance with all state protocols, employee policies and standard operating procedures/guidelines. Responsible for all training records and certificates for all fire department training. Responds to and may assume command or operate in a subordinate tactical assignment. The Division Chief shall remain a member in good standing according to department policies and shall conduct themselves in a way to set an example of what is desired as a member of the Estes Valley Fire Protection District.

SUPERVISION RECEIVED:

- This position works under the general guidance and direction of the Fire Chief.

SUPERVISION EXERCISED:

- This position exercises supervision of all subordinate officers and firefighters via the chain of command. The Division Chief shall conduct and/or oversee formal and informal job performance appraisals for all firefighters and fire officers as directed by their supervisor and provide documentation and feedback to the subordinate and communicate such to the chief(s). The Division Chief will handle grievances, disciplinary issues, and conduct of assigned personnel through the chain of command.

FLSA:

- This is an exempt employee position

WORK SCHEDULE:

- A typical Administrative week is 08:00 to 17:00, Monday to Friday, with Department Training on Tuesday nights from 18:00 to 21:00. Time will be flexed to accommodate those required working hours.
- This position will perform the assignment of the on-call duty officer during the week as a shared rotation with other qualified staff or members
- During Fire Academy (Aug – Dec), Thursday nights and Saturday days will be required. Time will be flexed to accommodate those required working hours.
- This position has been deemed essential during man-made and natural emergencies.

COMPENSATION:

- The salary range for this position is LEVEL V per Policy 180

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**DIVISION CHIEF OF OPERATIONS
AND TRAINING (2 OF 4)**

RESIDENCY:

- Must live within primary response area of the Estes Valley Fire Protection District

MINIMUM REQUIRED JOB SKILLS AND CERTIFICATIONS:

- Minimum of 10 years of progressive fire service
- Minimum of 5 years of supervisory experience
- NIMS 100/200/300/400/700/800
- CPR/AED
- Colorado DFPC Instructor III or equivalent
- Colorado DFPC Officer II or equivalent
- Valid Driver's license
- Associates degree in Fire Science or equivalent combination of education and experience

JOB SKILLS AND CERTIFICATIONS TO BE OBTAINED WITHIN 6 MONTHS:

- NWCG FF Type 2 Red Card
- Department released engineer on all apparatus within 3 months
- Familiarization with the district and special concerns or hazards within the district
- Incident Safety Officer

ADDITIONAL DESIRED JOB SKILLS AND CERTIFICATIONS:

- Swiftwater I, II, Trainer
- Ice Rescue, Trainer
- EMT

ESSENTIAL FUNCTIONS OF THE JOB:

The following are essential functions for the job. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

Operations

- Sharing the responsibility with other members, serves as on call duty officer during weekdays
- Ensure that operational equipment is appropriate for the EVFPD's operational needs
- Create operational and training SOGs & SOPs
- Works with Dispatch on operational needs including radio programming

Training

- Manages training grounds including classroom, burn building and various props.
- Ensures that the delivery of weekly department training is accomplished.
- Ensures that the delivery of an annual Firefighter I academy is accomplished.
- Ensures that the delivery of advanced courses is accomplished.

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DIVISION CHIEF OF OPERATIONS AND TRAINING (3 OF 4)

- Helps members to accomplish JPR's to maintain certifications
- Ensures adherences to safe practices on the training ground and emergency scenes
- Confirm that all department members meet and maintain minimum training standards for their positions and level of certifications
- Monitor all firefighter certifications and renewal dates with the Colorado DFPC

Administrative

- Excellent communication skills
- Able to utilize basic office tools, i.e. computers, copier, fax, etc.
- Write incident reports and narratives
- Use of industry specific software
- Positively represent the department to the public
- Documentation of training records with submittal to appropriate state and federal agencies
- Prepare and manage the division budgets

General

- Perform the duties and responsibilities of the Fire Chief in their absence
- Knowledge of and ability to work under the National Incident Command System (NIMS)
- Ability to assume high levels of responsibility within the department
- Performs all other duties as assigned

COMPETENCIES

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity and Inclusion.
8. Technical Capacity.

WORK ENVIRONMENT

While performing the duties of this job, this employee regularly works within an office environment whose duties are primarily performed behind a desk. This position frequently operates a computer, reads and writes, and interacts with others in person, over the phone, and via other devices. They move about within the facility in which their office is located to access file cabinets, documents, office machinery, and other equipment. They also travel within the facility in which their office is located and to locations outside of the facility, to attend meetings, trainings, events, and other business activities.

While performing the duties of this job, the employee also regularly works in outside weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. The employee is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

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The employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens and other infectious materials in the course of duties.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, climb, balance, stoop, kneel, crouch, crawl, smell, push, and pull, use hands and fingers to feel, handle, or operate objects, tools or controls, and reach with hands and arms. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 150 pounds.

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